



# Lewis and Clark Caverns

Whitehall, Montana

Full Time Member Position Description

**Term of service:** January 9, 2012 – November 17, 2012

**Application Deadline:** December 1, 2011 or until filled

**Service schedule:** Member will serve a minimum of 1,700 hours over a 45 week term, averaging 40 hours per week with 2 weeks of holiday, vacation or sick time

**Position Summary:** Lewis and Clark Caverns is Montana's first state park and showcases one of the most highly decorated limestone caverns in the Northwest. The park just opened a new visitor center last year, so there are many opportunities for an AmeriCorps member to help enhance interpretive and educational services at the center, as well as cultivate a strong volunteer program and increase community awareness of the park's features.

Member will contribute to the following 3 projects:

- Improve educational and interpretive programs
- Increase volunteer capacity
- Enhance outreach and awareness of state parks

**Specific Position Responsibilities:**

- Manage and enhance the park's volunteer program
- Oversee two public volunteer days
- Work under the park interpretation specialist to enhance educational opportunities
- Highlight park resources through interaction with community groups and traditional and new media
- Assist in staffing the visitor center

**Minimum Requirements:**

- Over 18 with a high school diploma or GED; some college or work experience preferred
- A United States citizen, United States National, or legal permanent resident alien
- Demonstrated ability to handle multiple projects, track details essential to project completion, analyze information, and meet deadlines
- Strong ability to communicate effectively orally and in writing with diverse groups of people
- Demonstrated ability to work independently and as part of a team
- Basic computer proficiency
- Passion for the outdoors and enthusiasm for enhancing Montana's state parks
- A driver's license and personal means of transportation within the state of Montana
- Must pass a national service criminal history check



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#### Benefits:

- Living allowance of \$12,100 over 45 week term of service
- An AmeriCorps Education Award of \$5,350 upon successful completion of service. This award can be used to pay education costs at qualified institutions of higher education, for educational training and resources, or to repay qualified student loans. Members aged 55 and over may transfer the education award to a child, grandchild or foster child.
- Student loan deferment
- Health benefits and child care assistance if qualified
- Experience and training working in the fields of outdoor recreation, parks management, interpretive services, and volunteer management
- Opportunity to live, work and be part of the team amid the natural wonders and cultural heritage of Montana State Parks

#### To Apply:

Apply for a full time position electronically:

- Visit <http://tinyurl.com/4x4a7v7> and follow application instructions
- or
1. Visit <http://www.americorps.gov/>
  2. On the homepage, select **"AmeriCorps State and National"**
  3. On the right hand side of the page, under search, click **"Advanced Opportunity Search"**
  4. Fill in program name: Montana State Parks AmeriCorps and click "search"
  5. Choose the type of placement for which you would like to apply—full time, part time, part time flex, full time seasonal, or summer time
    - a. If you are unsure which term you want to apply for, check the box at the top of this page. It will specify "\_\_\_\_\_ Member Position Description." The term in the blank is the type of position for which you should apply.
    - b. If you would like to apply for more than one type of position, fill out each of the corresponding applications on [www.americorps.gov](http://www.americorps.gov)
    - c. *You will not be able to specify your preferred placement at this time. Once you submit your application, if you are selected for a pre-screening, program staff will contact you to determine your preferred placements based on the type of term you would like to serve. At that point, you will be able to indicate which state park placement (e.g. Lone Pine, Makoshika, Helena HQ, etc.) is your first, second, and third choice.*
  6. Create a username and password
  7. Follow online instructions to complete and submit application

**For application assistance or for more information, please contact:**

**Katie McKeown**

**406.444.5275**

**[KMcKeown@mt.gov](mailto:KMcKeown@mt.gov)**

*The Montana State Parks AmeriCorps Program, as administered by the Montana Department of Fish, Wildlife and Parks, shall provide equal access to opportunities provided by the Program and shall not*



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*discriminate against any person because of race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity. Minority candidates are encouraged to apply.*